

# PEEBLES SMITH & MATTHEWS

December 19, 2017

Dr. Frank Wood  
Executive Director  
Florida Keys Community College Education Foundation  
5901 College Road  
Key West, FL 33040

Dear Dr. Wood:

This letter will serve to confirm the terms of our agreement for the provision of state legislative lobbying and governmental relations consulting by Peebles, Smith & Matthews, Inc. and Capital City Consulting LLC on behalf of the Florida Keys Community College Education Foundation ("Foundation").

The scope of work will include the identification of legislative priorities, formulation of strategy, research, providing testimony or other information to committees or officials, communications with elected officials and staff on behalf of the Foundation and reporting on the status of work and pending issues.

The Foundation has agreed to pay a total annual fee of \$45,000.00, which is to be billed monthly at \$3,750.00 plus pre-approved travel expenses. The term of this contract shall be from January 1, 2018 through December 31, 2019.

Please acknowledge this letter correctly reflects the terms of our engagement by signing, dating and returning the enclosed copy of this letter. There is a space for acknowledgement below my signature.

Sincerely,

John Wayne Smith

Acknowledge and agreed to this 30<sup>th</sup> day of December, 2017.

Florida Keys Community College Education Foundation

  
\_\_\_\_\_  
Dr. Frank Wood, Executive Director